
Job Title	Finance & Operations Manager
Reporting to	Executive Chairman, Human Dignity Foundation
Direct Reports	1 Accounts Assistant
Contract Type	Fixed Term over the remaining life of the philanthropic fund – anticipated to be 7 years to complete by the end of 2029.
Location	Leopardstown, Dublin 18, Ireland with ad-hoc travel required typically 0.5-1 days per week on average
Date	June/July 2022 start

Background

The Human Dignity Foundation (HDF) is a private, philanthropic fund setup to enable children to live with dignity. Its work is founded on the principle that preventing violence against children and protecting and promoting their rights is the first step in enabling them to live safe, fulfilling, and dignified lives, specifically by addressing the issue of child sexual exploitation and abuse.

The Human Dignity Foundation, founded in 2004 by a leading philanthropist and entrepreneur is a spend down foundation which expects to complete the funding of its international partner projects by the end of 2029.

Job Purpose

The Finance and Operations Manager will supervise all grant management and reporting on grantee performance to ensure best use and impact of resources during the next phase of the HDF fund.

This will be achieved by preparing performance-based budgets, monitoring all project expenses, grantee performance in addition to ensuring timely receipt of grantee reports.

Key Tasks and Responsibilities

The Finance and Operations Managers role will be broad given the small team and nature of the work, but other activities will include:

- Monitor budgets to ensure that spending occurs as planned and that variances are anticipated, noted, and acted on; ensure that key program personnel are aware of budgetary resources/restraints and are able to monitor their budgets respectively;
- Prepare, review and present internal HDF management accounts, investment, and other ad-hoc reports for the HDF Executive Chairman and HDF Board;

- Ensure unspent HDF funds are appropriately invested to maximise returns under the stewardship of the HDF Audit & Investment Committee;
- Support the HDF Executive Chairman in preparing for monthly team meetings and Board Meetings
- Manage annual financial audit and prepare a consolidated annual fiscal report and contribute to annual HDF report;
- Travel to projects (UK/France in the main c.0.5-1 day per week) to ensure appropriate project oversight is taking place.

Person Specification

Experience	Bachelor's degree in finance/accountancy and a professional qualification in Accounting is desired;
Skills	<ul style="list-style-type: none"> • Demonstratable strong project management skills • Excellent interpersonal and team working skills • Accurate worker with strong numerical skills • Good written and verbal communication skills • Computer literate – strong Excel and Word, Powerpoint skills • Ability to prioritise appropriately • Ability to work under pressure to daily/weekly/monthly deadlines, on own initiative and in a small organisation
Qualities	<ul style="list-style-type: none"> • Flexible • Team player • Self-starter • Pro-active • Enjoys working in small team environments • Professional manner

Common values

- Passion for our work and mission
- Accountability to our founder and partners
- Innovative, entrepreneurial, and dynamic in our approach
- Openness to admitting our mistakes and learning from them
- Excellence in all that we do

Terms & Conditions

- Salary is commensurate with experience
- Pension, Healthcare